

Senior Policy Officer (P-4)

The Office of Strategy and Policy develops the Technical Secretariat's strategic planning and provides policy advice to the Director-General and the Secretariat's management, particularly relating to cross-cutting issues such as education and outreach, counter-terrorism, and science and technology.

In addition, the Office supports the organisational governance of the Secretariat in areas such as knowledge management, results-based management, or risk management.

General Information

- **Contract Type**
Fixed-term Professional
- **Grade**
P4
- **Total Estimated monthly remuneration depending on post adjustment and family status:**
USD 8.983

Responsibilities

Job Summary

The Office of Strategy and Policy develops the Technical Secretariat's strategic planning and provides policy advice to the Director-General and the Secretariat's management, particularly relating to cross-cutting issues such as incidents of chemical weapons use, non-routine missions, chemical security, engagement with international organisations and chemical industry, education and outreach, counter-terrorism, and science and technology.

Main Responsibilities

Under the direct supervision of the Director of Strategy and Policy, the Senior Policy Officer will perform the following objectives and main responsibilities:

- Support programme management and coordination of the Organisation's activities;
- Support the implementation of results-based management (RBM) principles throughout the Technical Secretariat;
- Provide advice and recommendations on activities across the Secretariat from a long-term planning perspective, including in areas of capacity building, training and internal capabilities development;

- Assess and provide advice on strategic topics that relate to the implementation of the CWC;
- Coordinate organisational reports, internal and external meetings and keep records of those.

To view the complete Job Description, please click :

<https://opcw-career.talent-soft.com/fiche-metier/fiche-Senior-Policy-Officer--P-4- 119.aspx?LCID=2057>

Qualifications and Experience

Education

Essential:

- Advanced university degree in a relevant field, e.g.: natural science or engineering, international relations/studies, security studies, disarmament/military, law, public policy or management, business administration. Other subjects may be accepted provided the majority of work experience is highly relevant to the post.
- A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree; or other certified relevant training together with an extensive relevant technical background may be accepted in lieu of the relevant university degree.

Knowledge and Experience

Essential:

- At least 7 years of professional experience in a relevant field, or at least 9 years with only a first level degree. The lack of a degree may be off-set with relevant specialised training and extensive relevant technical background in combination with a minimum of 13 years of qualifying experience;
- Experience in developing policy guidelines and effectively communicating them to those who will implement;
- Experience in programme and project management and the use of project management methodologies;
- Experience in overseeing policies being implemented by others (sometimes more senior staff members) and effectively coaching/supporting such ‘implementers’;
- Some direct involvement in negotiations – either multilateral or bilateral, or both.

Desirable:

- Experience in disarmament, arms control and/or non-proliferation;
- Knowledge of international security affairs;

- Knowledge of chemical safety and security;
- Experience in multilateral affairs;
- Strategy or policy development experience in international organisations, government, or non-profit sector;
- Expert knowledge of policy or strategy analysis/review.

Skills and Competencies

- Excellent strategic thinking skills;
- Excellent analytical skills (e.g. quickly identifying the essence of a complex issue) and ability to initiate and implement necessary action that is proportionate to the issue at hand;
- Innovative and creative, but with the ability to generate ideas that can be grounded in reality and implemented in practice;
- Excellent communication skills – both oral and written – and excellent stakeholder management skills, including strong ability to deliver results through others;
- Strong sense of initiative, including ability to plan, conduct and report on projects independently;
- Flexibility (working simultaneously on two or more topics and supporting other colleagues) and ability to work under pressure;
- Excellent interpersonal skills: ability to work in teams and in multi-cultural environments;
- Computer literate (MS Office applications).

Languages

Fluency in English is essential and a good working knowledge of one of the other official languages (Arabic, Chinese, French, Russian, and Spanish) is desirable.

Additional Information

This fixed-term appointment is for the duration of two years with a six-month probationary period, and is subject to the OPCW Staff Regulations and Interim Staff Rules.

The OPCW is a non-career organisation with limited staff tenure. The total length of service for Professional staff shall not exceed 7 years.

The mandatory age of separation at the OPCW is 65 years.

Fixed-term staff members participate in the OPCW provident fund. A monthly staff contribution is met with a doubled amount by the OPCW to ensure separating staff have the capital necessary to move on to new challenges.

The Director-General retains the discretion to not make any appointment to this vacancy, to make an appointment at a lower grade, or to make an appointment with a modified job description. Several vacancies may be filled.

Only applications submitted before the closing date and through OPCW CandidateSpace will be considered. Only applicants under serious consideration for a post will be contacted.

Applications from qualified female candidates are strongly encouraged.